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PRB Resume Unit

(U) Best Practices

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Best Practices

The PRB has overall responsibility for releasing approved personal documents to requestors. PRB reviewers will approve documents by internal reviews or, at their discretion, may forward the documents to the appropriate senior Reviewers or PRB Board members for their comments. While the guidelines for what should or what should not be included in personal documents are not all encompassing and continually change, the listing below provides general guidance of subject criteria that should not be included in personal documents.

- Specific budget information (b)(1)
- Specific numbers of personnel (b)(3) CIAAct
- Agency-specific designators (AINs, SFNs) (b)(3) NatSecAct
- Agency buildings and specific locations (including stations and bases) (b)(5)
- References to cover/alias of any kind
- References to specific sources, methods, targets, equipment, and covert activities or relationships
- Reference to specific operations

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- Employee names
- Agency-specific, intelligence-related training

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(b)(3) CIAAct
(b)(3) NatSecAct

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DS Resume Redaction Guidelines

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(b)(1)
(b)(3) CIAAct
(b)(3) NatSecAct
(b)(5)

DST Resume Redaction Guidelines

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(b)(1)
(b)(3) CIAAct
(b)(3) NatSecAct
(b)(5)

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- Information on Agency specific training, Management, generic personnel training, workshops, is acceptable.
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(b)(1)
(b)(3) CIAAct
(b)(3) NatSecAct
(b)(5)

DI Resume Redaction Guidelines

- Office Identification below the office level.
- If a manager number of officers managed.
- If responsible for budget the budget amount managed.

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- AIN
- Names of other Agency Employees

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NCS Resume Redaction Guidelines

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DIR Resume Redaction Guidelines

(b)(1)
(b)(3) CIAAct
(b)(3) NatSecAct
(b)(5)

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(b)(1)
(b)(3) CIAAct
(b)(3) NatSecAct
(b)(5)

Approved for Release: 2017/04/06 C06652625

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- Organizational data below the office level. (Exceptions: IG releases staff affiliation (audit, investigation or inspection); the NIC releases titles and names of National Intelligence Officers, and the titles and names of the heads of NIC staffs, OPA releases the names of spokesmen, OGC releases the names of Deputy General Counsels.)
- Number of persons managed; number of persons in office.
- Amount of budget managed.

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- Administrative data – names of other employees, AIN numbers, overly descriptive job titles.

(b)(3) CIAAct
(b)(3) NatSecAct

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